

CITY OF BRYAN
JOB DESCRIPTION – 5030

Working title: ANIMAL CONTROL OFFICER

Career Ladder: TECHNICAL OPERATIONS **Level:** 230

Department: POLICE – Animal Control/Patrol

SUMMARY AND PRIMARY FUNCTION

Work with citizens throughout the City to promote compliance with and enforce animal control laws and ordinances.

PRIMARY DUTIES

Enforces animal control laws and ordinances within the City; issues verbal and written warnings of violations.

Educates members of the public and others regarding animal requirements to promote safety and humane treatment of animals.

Responds to radio complaint calls and patrols City to seize and impound stray, injured and unlicensed animals.

Investigates complaints regarding animals.

Initiates legal action against violators.

Related duties as required.

EDUCATION AND EXPERIENCE

High school diploma plus 3-5 years experience in related area of responsibility.

Various combinations of education and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual skills preferred.

Ability to communicate effectively with all levels of employees and the general public.

Ability to meet and work with a variety of people effectively and appropriately.

Demonstrated proficiency in use of personal computer operations, use of standard office equipment and other machinery/equipment appropriate to job responsibilities.

Willingness to take initiative, identify and resolve problems.

Ability to successfully adapt to a continuously changing work environment, program regulations and procedures.

Must be able to handle stress associated with euthanasia.

Ability to move or lift objects of 50 lbs or more as necessary.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

Animal Control Officer Certification or ability to obtain as required by department.

Must be able to take pre-exposure rabies vaccine as directed by department.

Must be available to work weekends, holidays and on-call situations.

EQUIPMENT/WORKING CONDITIONS/PHYSICAL DEMANDS

Computer, automobiles (van, trailer), traps, muzzles, catch pole, hand tools and two-way radio.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.

Work in non-air conditioning areas with loud noises and strong odors.